

## **JOB APPLICANT REIMBURSEMENT PROCEDURES**

### 1.0 Eligibility and Maximum Reimbursement Amount

- 1.1 To further its goal of attracting a qualified and diverse workforce, the District will reimburse the travel expenses of eligible candidates invited to interview for full-time faculty or management positions, up to the limits allowed.
- 1.2 Travel from outside a 150 mile radius of the District is eligible for reimbursement.
- 1.3 The maximum reimbursement per candidate for all allowable expenses shall not exceed \$500.
- 1.4 Authorization for reimbursement must be granted by the President/Provost or designee prior to the expenses being incurred.

### 2.0 Allowable Transportation Expenses

#### 2.1 Common Carrier

- 2.1.1 Reimbursement is authorized for round trip economy or coach fare.

#### 2.2 Private Automobile

- 2.2.1 Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.
- 2.2.2 For automobile trips over 400 miles, the actual mileage or round trip economy air fare, whichever is lower, shall be the maximum amount reimbursed.

#### 2.3 Local Transportation Expenses

- 2.3.1 Reimbursement may be claimed for local rental car expense, shuttle fares, taxi fare, and parking fees.
- 2.3.2 Reimbursement for local rental car expense is authorized for up to two days, not to exceed \$40 per day.
- 2.3.3 The maximum reimbursement for all local transportation expenses shall not exceed \$80.

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### 3.0 Allowable Lodging Expenses

- 3.1 Reimbursement for local lodging expense is authorized for one night, not to exceed \$100.
- 3.2 No reimbursement will be made for noncommercial lodging in a private dwelling.

### 4.0 Procedure for Reimbursement

- 4.1 All travel expenses shall be paid by the candidate and submitted for reimbursement through the President or designee.
- 4.2 Requests for reimbursement shall require the submission of original receipts and such other documentation as may be required by the District.

### 5.0 Exceptions

- 5.1 Requests for exceptions to this procedure must be approved by the President/Provost with the understanding that exceptions must satisfy the requirement that the expense was actual, necessary, and reasonable under the circumstances.